

TRAVEL EXPENSE CLAIM

STD.262 (REV. 6-93c)

See Instructions and *Privacy**Statement below**

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CLAIMANT'S NAME Lynn L. Jacobs			SOCIAL SECURITY NUMBER			DEPARTMENT HCD		
POSITION Director		Bargaining Unit # E 99	DIVISION OR BUREAU Executive Office				INDEX 5103	PCA 50001
RESIDENCE ADDRESS			HEADQUARTERS ADDRESS 1800 Third Street, Suite 450			TELEPHONE NUMBER 916 445-4775		
CITY Sacramento	STATE CA	ZIP CODE	CITY Sacramento	STATE CA	ZIP CODE 95811			

(1) MONTH /YEAR		(3) LOCATION WHERE EXPENSES WERE INCURRED	(4) LODGING	(5) MEALS			(6) INCIDENTALS	(7) TRANSPORTATION				(8) BUSINESS EXPENSE	(9) TOTAL EXPENSES FOR DAY
(2) DATE	TIME			BREAK-FAST	LUNCH	O.T., L/T, NC, RELO. OR DINNER		(A) COST OF TRANS	(B) TYPE USED	(C) CARFARE TOLLS, PRKG	(D) PRIVATE CAR USE MILES AMOUNT		
Jan-10													
1/7		Sacramento							PC	3.00	4 2.00		5.00
1/8		Sacramento							PC	13.50	4 2.00		15.50
1/12		Sacramento							PC	4.50	6 3.00		7.50
1/13		Sacramento							PC	13.50	4 2.00		15.50
1/14	1000	Sacramento to Burbank											-
		Ventura											-
1/19		Ventura							PC		10 5.00		5.00
1/20		Santa Ana							PC		197 98.50		98.50
1/21		Burbank		6.00	10.00				PC		126 63.00		79.00
1/24		Drove to Burbank A/P							PC		63 31.50		31.50
		Burbank to Sacramento						36.00	T		-		36.00
	1730	End of Trip									-		-
1/25		Sacramento							PC	6.00	4 2.00		8.00
1/26		Sacramento							PC	10.50	4 2.00		12.50
											-		-
(10) SUBTOTALS			-	6.00	10.00	-	-	36.00	-	51.00	422.00 211.00	-	314.00

COLUMN CODE (ACCTG. USE ONLY)**CLAIM TOTAL****\$ 314.00****(11) PURPOSE OF TRIP, REMARKS AND DETAILS**

1/7- Director went to a meeting at the Governor's Office. 1/8 - Attended the Budget Pre-briefing meeting. 1/12 - Director had meetings in D/T Sacramento. 1/13- Participated in the Informational Hearing on Housing with the Assembly Committee. 1/14 - Flight from Sacramento to Burbank for Housing meeting in Los Angeles. Picked up and returned rental car. 1/19 - Meeting in Ventura with Rondi Guthrie (District Director for Assembly Member Strickland). 1/20 - Speaking Engagement in Santa Ana for Orange County Division League of California Cities. 1/21 - CalHFA Board Meeting in Burbank. 1/24- Flight from Burbank to Sacramento. 1/25 - Meetings at the Capitol. 1/26 - Meetings at the Capitol.

(12) NORMAL WORK HOURS**8:00 AM - 5:00 PM****(13) PRIVATE VEHICLE LICENSE No.****(14) MILEAGE RATE CLAIMED****0.5****AGENCY ACCOUNTING OFFICE****USE ONLY**

PAID BY REV. FUND CHECK No.

(15) I HEREBY CERTIFY That the above is a true statement of the travel expenses incurred by me in accordance with DPA rules in the service of the State of California. If a privately owned vehicle was used, and if mileage rates exceed the minimum rate, I certify the cost of operating the vehicle was equal to or greater than the rate claimed, and that I have met the requirements as prescribed by SAM Sections 0750, 0751, 0752, 0753 and 0754 pertaining to vehicle safety and seat belt usage.

CLAIMANT'S SIGNATURE

DATE

Lynn L. Jacobs

01/27/10

(16) SIGNATURE OF OFFICER APPROVING TRAVEL AND PAYMENT

DATE

Elliott Mandell

01/27/10

(17) SPECIAL EXPENSE AUTHORIZATION - SIGNATURE and TITLE (See Item 17 on reverse)

DATE

TRAVEL EXPENSE CLAIM

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Statement below

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Jan-10		Burbank							PC	10.00			10.00
1/21													
1/27		Sacramento							PC	10.50	4 2.00		12.50
1/28	0700	Sacramento to Burbank											
1/29		Los Angeles							RC	20.00			20.00
1/30		Ventura											-
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(10) SUBTOTALS			-	-	-	-	-	-	-	40.50	4.00 2.00	-	42.50

COLUMN CODE (ACCTG. USE ONLY)													
CLAIM TOTAL												\$	42.50

(11) PURPOSE OF TRIP, REMARKS AND DETAILS

1/21 - Parking for CalHFA Meeting in Burbank. 1/27 - Homeless Meeting at the Capitol. 1/28 - Flight from Sacramento to Burbank for Los Angeles meetings. 1/29 - USC Land Use Law and Planning Conference held at the Biltmore Hotel. Evening meeting in Ventura...Enterprise was closed when Director tried to return vehicle. 1/30 - Rental Car was returned early Saturday morning. Trip continues in Southern California and ends on February 7, 2010.

(12) NORMAL WORK HOURS

8:00 AM - 5:00 PM

(13) PRIVATE VEHICLE LICENSE No.

(14) MILEAGE RATE CLAIMED

0.5.

AGENCY ACCOUNTING OFFICE
USE ONLY

PAID BY REV. FUND CHECK No.

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CLAIMANT'S SIGNATURE Lynn L. Jacobs	DATE 02/10/10	(16) SIGNATURE OF OFFICER APPROVING TRAVEL AND PAYMENT Elliott Mandell	DATE 02/10/10
(17) SPECIAL EXPENSE AUTHORIZATION - SIGNATURE and TITLE (See Item 17 on reverse)			DATE